



**PAROCHIAL FEES  
GUIDANCE NOTES**

**FEBRUARY 2020**

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## Introduction

Parochial fees are the fees charged for certain services, including weddings and funerals, (sometimes called "occasional offices") conducted by the Church of England. These are set by the Church of England's governing body, the General Synod, and by Parliament. These fees are legally chargeable and recoverable as a debt. The current table of fees, which is produced annually for each calendar year is available on the diocesan website:

<https://www.rochester.anglican.org/resources/finance/guidance-notes/> .

The Diocese of Rochester has decided to follow the national guidance as far as possible. These changes also present an opportunity to provide clarity for all involved and promote good practice across the Dioceses.

The guidance set out in the document is designed to address the following issues:

- Ensure all parties are aware of the legal framework within which we operate
- Ensure that all parties receive the fees to which they are due
- Provide clarity and uniformity to all parties on the level and destination of the fees
- The promotion of good practice across the Diocese
- The need for robust audit trails for all statutory fees
- The need for advice, training and support to be made available to all parties
- Providing recognition to all those who exercise ministry

### 1. Ownership and Destination of Parochial Fees

1.1 Under the Ecclesiastical Fees Measure 1986 (as amended) ("the Measure") a fee is the property of either of a Diocesan Board of Finance (DBF) or a Parochial Church Council (PCC). The Table of Fees prepared by the Archbishops' Council states the portion of the fee attributable to the PCC and the portion attributable to the DBF. The fee (sometimes referred to as the statutory fee) is legally payable to the DBF regardless of who the actual minister is and whether or not they receive a stipend. The general principles are that the level of fees will be justifiable, transparent and as inclusive as possible, while also providing a reasonable contribution to parishes and dioceses for the provision of the ministries concerned.

A copy of the 2020 Table of Parochial Fees is attached for information at Appendix 1.

1.2 Fees are charged where the occasional office takes place in a church (parish church or licensed building), churchyard or cemetery/crematorium. The PCC fee relates to church buildings and local administration and ministry costs, and includes lighting and the normal remuneration of any church servant (for planning and administrative costs). The PCC may prescribe reasonable "extra" fees for such items over which those receiving ministry have a genuine choice, such as music, bells, heating, vergers presence at the service, but these must be clearly described as "optional".

1.3 The DBF fee relates to the provision of authorised ministry, the costs of which are usually borne by the DBF; for example the time spent in conducting a service, and also the proper accompanying preparation and pastoral support, together with a contribution towards the training and development of all ministries and various diocesan support activities.

- 1.4 All fees, both the DBF element and PCC element, are payable to the PCC, regardless of whether the service is conducted by the parish priest or any other minister, including ministers from other denominations or, in certain circumstances, licensed lay ministers. No minister is entitled to retain any fees.
- 1.5 All clergy who hold the Bishop's License, including those with Permission To Officiate (PTO), have a mutual responsibility one to another with regard to the treatment of fee income.
- 1.6 Although the fees may be collected by the parish Treasurer, or other suitable person, and the DBF element sent to the Diocesan Office, it is important that the incumbent receives and reviews the return prior to its submission to the DBF.
- 1.7 Parishes will be responsible for ensuring there is accurate and prompt payment and that proper accounts are kept on a form to be produced by the Diocesan Office.
- 1.8 The DBF fees collected can then be used by the Board:
  - to meet the cost of Casual Duty Fees, including where a Retired Priest with PTO officiates; and
  - to provide Stipend Support Grants to parishes struggling to meet their Indicative Offer taking into account, inter alia, the amount of their unrestricted income (including the 'PCC' fee income), their underlying mission plans and specifically in conjunction with Called to Grow, and their Indicative Offer.

## **2. Recent Changes to the Legislation**

- 2.1 The Parochial Fees and Scheduled Matters Amending Order 2019 amends the Measure and comes into operation on 1st January 2020. It states that no fees should be payable in respect of a funeral of a person aged under 18, instead of under 16 as at present; this aligns the CofE scheme to local authority burial and cremation fees.
- 2.2 Parochial fees should also now include those occasions in which funerals take place in funeral directors' chapels, and where burials take place in burial grounds other than churchyards or local authority cemeteries, for example woodland burial grounds.
- 2.3 The PCC fee (£30 in 2019) when a funeral service takes place at a crematorium or cemetery is also to cease. Bishop's Council has approved a local solution (which several other Dioceses are also adopting) to alleviate the unintended consequences of the national change to Parochial Fees in order to maintain the historical recognition of the PCC element of fees in relation to crematorium or cemetery funerals. (This comes at a time when the DBF is implementing Indicative Offers and the full recovery of DBF fees from parishes, which is placing additional financial stress on parishes.)
- 2.4 The DBF will donate from its fee for each crematorium or cemetery funeral (£199 in 2020) the value of the 2019 PCC fee plus inflation rounded up; ie £31 in 2020 to the relevant PCC. All those with Permission to Officiate who are retired will be eligible to receive 80% of the balance of the DBF fee, after deduction of the donation to the PCC element (£31) and rounded up. In 2020, this will amount to 80% of £199 minus £31, rounded up to £135. Payment will be handled by the relevant PCC and the settlement to the DBF through the new reporting and payment system.

### **3. Collection of DBF Fees**

- 3.1 All parochial fees should be recorded on an ongoing basis and submitted quarterly. It is advised that one person is responsible for this in each parish or, on behalf of all PCCs contained within it, by the benefice. This may be the Incumbent or Parish Administrator or the Treasurer or some other suitable person. It is important in any event that the Incumbent reviews the return prior to its submission to the DBF. Parishes will be responsible for ensuring there is accurate and prompt payment and that proper accounts are kept.
- 3.2 Parishes are required to keep proper records as per the Diocesan DBF Form and submit the forms by email to the Diocesan Office on a quarterly basis (i.e. for Jan-Mar; Apr-Jun; Jul-Sep; Oct-Dec).
- 3.3 The Diocesan DBF Forms should be submitted by the end of the following month after the quarter end.
- 3.4 The amount of DBF fees for each quarter will then need to be entered by the parish on the Finance Return system online, also by the end of the following month. The amount will then be deducted by direct debit by the Finance Department on the 15 of the month after the following month (i.e. for the quarter 1 July to 30 Sept, the payment would be taken on 15 November).
- 3.5 Parishes without direct debits should preferably pay by bank transfer (Account Number 90760099 and Sort Code 20 54 29) quoting their parish number and 'Fees' or by cheque payable to 'Rochester DBF' and sent to 'Finance, Diocesan Office, St Nicholas Church, Boley Hill, Rochester, Kent ME1 1SL'.
- 3.6 The Finance Team will check the amounts to the Diocesan DBF Forms and liaise with parishes concerning submissions and payments.
- 3.7 The DBF fees are collected as 'agency fees' and therefore should not be included as income in the parish accounts. This is similarly for fees collected on behalf of organist, choir, bell-ringers, sacristan etc.. If these are banked, they should be accounted for in an agency fee 'suspense account'.
- 3.8 Parishes should keep sequestration accounts during a vacancy and retain DBF fees from which it can fund the cost of visiting ministers. Please see 'Vacancy and Sequestration Accounts Guidelines'.
- 3.9 The current Table of Parochial Fees should be displayed on all church noticeboards and the PCC Treasurer and Churchwardens should also have a copy for their records. In addition to the prescribed fees, all additional fees charged locally (local fees) and agreed annually by the PCC, should be displayed e.g. organist, choir, bell-ringers, provision of specially purchased music sheets or recordings, taking of films, video tapes or sound recordings, heating, flowers, etc.
- 3.10 Certain local fees such as those for the organist should relate to the guidelines published by the Royal School of Church Music ([www.rscm.com](http://www.rscm.com)) who use the Incorporated Society of Musicians rates on which to base the Recommended Minimum Salaries and Fees ([www.ism.org](http://www.ism.org)) to ensure that the charges made are both fair and reasonable.

## 4. PCC Fees – the Elements

4.1 The principles for setting the level of parochial fees were approved by the General Synod in 2011. In summary the principles are as follows:

- Fees should be justifiable on the basis of some relationship to the actual costs incurred, taking account of real costs that cover most situations, for example training and paying clergy and maintaining church buildings.
- There should be uniformity in the main fees specified so that people do not have to pay a different amount simply because their parish happens to be a particularly grand or costly building.
- Extras charged by the parish should only apply where there is a genuine choice, for example music, bells flowers, additional printing, with all that is actually necessary for the service to take place being included in the statutory fee.
- Whilst fees help offset the real costs of church buildings and authorised ministry, they need to be affordable and not set at a level that suggests the Church is trying to make money from its ministry. They should be a reasonable contribution towards the costs incurred and there should be a right of waiver for those who cannot afford them, although this will only be in exceptional circumstances and should be subject to means testing (see Section 16).

4.2 The level of fees due to a PCC is built up from assumptions about PCC costs of ministry and the time taken in support work. These fees have a number of elements: a location/building element based on national statistics for overall costs of repairs and maintenance of church buildings plus assumptions about the number of hours in use, and an element for administrative staffing based on a secretarial rate of pay. PCC fees for burials and monuments include an element to provide for long term maintenance of the churchyard.

4.3 In respect of PCC fees for a burial or funeral service which takes place at a public cemetery or crematorium, fees are payable to the following:

- the PCC of the parish on whose electoral roll the deceased was entered, provided that where the deceased was entered on the electoral roll of more than one parish, the fee shall be shared equally between each of the PCCs of those parishes; or
- where the deceased was not entered on any electoral roll, the PCC of the parish where the deceased had his or her usual place of residence,

4.4 Under the legal provisions, 'extras' can only be charged for items over which those receiving the ministry have a genuine choice. 'Extras' should never be imposed by the Incumbent or PCC where those paying the fees have not agreed that they wish to be provided with the 'extras' in question. 'Extras' include the cost of heating the building (but not lighting) and the remuneration of a verger (where a paid verger is deployed) where the costs would normally be met by the PCC, as well as items such as music, flowers, bell-ringing etc. where it is likely that the PCC will act as the agent collecting payments and pass them on to those who offer the service in question. Extra charges should not be made for the use of the church or for the completion of registers – these are covered in the PCC element of the fee. Travel expenses should bear a clear relationship to actual distances travelled. Flat fees are discouraged.

## **5. Stipendiary Clergy**

- 5.1 It is the Incumbent's responsibility to ensure that those who officiate at services on their behalf are reimbursed in accordance with these Guidelines. All Clergy who hold the Bishop's Licence and Retired Clergy, with Permission To Officiate (PTO), are asked to accept their mutual responsibility one to another and to comply with the Bishop's Guidelines in the treatment of fee income.
- 5.2 All working expenses should be met in full accordance with the current PCC or diocesan mileage rate and are payable to Stipendiary Ministers, Retired Clergy, Self Supporting Ministers and Readers. In the case of funerals, the reimbursement of expenses is usually made by the person in charge of making the funeral arrangements or the Funeral Director on his/her behalf.

## **6. Retired Clergy with PTO**

- 6.1 The contribution made to church life in the Diocese by Retired Clergy is greatly valued. Only Retired Clergy with Permission to Officiate (PTO) should be officiating at services and claiming an apportionment of the fee (see 6.3 below).
- 6.2 Archbishops' Council have stated that if a minister without PTO takes a Church of England service he/she is acting illegally, and by taking the service itself he/she is liable to action under the Clergy Discipline Measure (CDM) even if he/she takes no fee.
- 6.3 Fees are to be apportioned by the PCC to the Retired Minister ((currently 80% of the DBF Fee plus expenses - see Appendix 1). All working expenses should be reimbursed. Should the Retired Minister not wish to accept a fee, then the whole fee (excluding the PCC element) should be allocated to the DBF.
- 6.4 Ministers receiving such payments are responsible for declaring this income to HMRC for tax purposes.

## **7. Self Supporting Ministers and Licensed Lay Ministers (LLMs) (including Readers)**

- 7.1 The contribution made to church life in the Diocese by Self Supporting Ministers and LLMs is greatly valued. Self Supporting Ministers and LLMs are not entitled to receive a portion of the fees unless this has been provided for in their role description, and approved by the Bishop, or where they suffer a loss of earnings as a result of conducting a service. However, all expenses incurred should be reimbursed.
- 7.2 The fees are to be allocated to the DBF by the PCC.

## **8. House for Duty Priests**

- 8.1 The provision of pastoral care for parishes by means of House for Duty appointments is effectively a stipendiary ministry since the provision of free housing is of considerable value and, under the terms of service legislation, this is payment in return for service. In all matters relating to fees therefore, House for Duty appointments are treated in the

same manner as stipendiary appointments.

- 8.2 As the payment takes the form of free housing rather than a stipend, fees should in all cases be allocated to the DBF unless this is provided for in the role description, or where a loss of earnings is suffered as a result of conducting a service. Any such arrangement must be approved by the Bishop.

## **9. Chaplains**

- 9.1 Chaplains, for example hospital chaplains, prison chaplains, school chaplains, are not entitled to receive parochial fees. Where a chaplain who is a clerk in holy orders or a licensed deaconess, Licensed Lay Worker Reader or lay worker officiates at a service in respect of which fees are prescribed under a parochial fees order, as a matter of law the fees belong to the DBF and PCC in the same way as they do when the parochial clergy officiate.

## **10. Marriages**

- 10.1 It is the Bishop's expectation that each couple be properly prepared for their marriage and it is the responsibility of the Incumbent to ensure that this preparatory work is done. Marriage fees should be apportioned as per the Table of Parochial Fees. If on the day of the service the Incumbent is not available, then the fee is to be apportioned as per Appendix 1.
- 10.2 Should the couple request that someone other than a stipendiary priest perform the preparatory counselling and the service, i.e. a close friend or relative, then the full DBF fee is allocated to the DBF.
- 10.3 If the marriage service is conducted by a stipendiary minister from another parish, within or outside the Diocese, then the DBF fee should be allocated to the DBF through the PCC where the marriage took place. It should be noted that all ministers must be licensed or have the Bishop's Permission to Officiate to conduct a service within the Diocese.
- 10.4 Fees in relation to the publication of banns and the issuing of marriage certificates are, in all cases, payable to the PCC.
- 10.5 In order that a couple planning a marriage in church may be informed in advance of the cost of their wedding, it is important that they receive a Table of Fees giving a breakdown of the charges payable to the PCC and to the DBF. In the case of a marriage service in church, any costs and expenses incurred in respect of routine administration, making the church available and lighting it are all included in the fee prescribed as payable to the PCC.

## **11. Dedication of a Civil Marriage/Thanksgiving for Marriage in Church**

- 11.1 There is no prescribed fee. It is recommended that the charge for a special service should be equivalent to the PCC and DBF fees for a marriage, excluding the banns and certificate fee.
- 11.2 If on the day the Incumbent is not available, then the DBF fee is to be apportioned to as per Appendix 1. If the officiant is not stipendiary, it is allocated in whole to



the DBF as if the officiant is stipendiary.

## **12. Funerals**

- 12.1 It is the Bishop's expectation that proper pastoral care of the bereaved takes place in connection with a funeral and it is the Incumbent's responsibility to ensure that this care is provided. No fee is payable in respect of a funeral or burial of a still born infant or for the funeral or burial of a person dying within eighteen years of birth.
- 12.2 For funerals held in church, if the Incumbent is not available and the funeral is conducted by a Retired Minister, then the fee is to be apportioned as per Appendix 1.
- 12.3 If the funeral service is conducted by a stipendiary minister from another parish, within or outside the diocese, then the fee should be allocated to the DBF through the PCC where the funeral took place.
- 12.4 In the case of a funeral service in church, any costs and expenses incurred in respect of routine administration, making the church available and lighting and (in this case) heating it are all included in the fee prescribed as payable to the PCC.
- 12.5 In the case of services at a Cemetery or Crematorium, an Incumbent is under a legal obligation, if requested, to conduct the funeral service of a deceased parishioner (Section 2(4) of the Church of England (Miscellaneous Provisions) Measure 1992) at a cemetery or crematorium. However, with the Incumbent's consent, the service may be conducted by another priest or by a LLM licensed to take funerals.
- 12.6 If the Incumbent is not available and the funeral is conducted by a Retired Minister, then the fee is to be apportioned to as per Appendix 1.
- 12.7 Funeral Directors have been instructed to make all payments to the PCCs, who will then apportion the fees as appropriate to all parties. When there is both a service at the church followed by a service at the crematorium, the fees should be paid to the PCC where the church funeral took place.
- 12.8 When there is a service at the crematorium without any separate service in church, the fees are payable to the PCC of the parish where the deceased was on the electoral roll or, if not on any electoral roll, to the PCC of the parish where the deceased lived.
- 12.9 The PCC fee (£30 in 2019) when a funeral service takes place at a crematorium or cemetery is to cease from 2020. Bishop's Council has approved a local solution (which several other Dioceses are also adopting) to alleviate the unintended consequences of the national change to Parochial Fees in order to maintain the historical recognition of the PCC element of fees in relation to crematorium or cemetery funerals.
- 12.10 The DBF will donate from its fee for each crematorium or cemetery funeral (£199 in 2020) the value of the 2019 PCC fee plus inflation rounded up; ie £31 in 2020 to the relevant PCC. All those with Permission to Officiate who are retired will be eligible to receive 80% of the balance of the DBF fee, after deduction of the donation to the PCC element (£31) and rounded up. In 2020, this will amount to 80% of £199 minus £31, rounded up to £135. Payment will be handled by the relevant PCC and the settlement to the DBF through the new reporting and payment system.

### **13. Memorial Services**

- 13.1 There is no prescribed fee. It is recommended that the charge for a special service should be equivalent to the PCC and DBF fees for a funeral in church.
- 13.2 A separate charge for a memorial service is made in addition to a burial or cremation fee. In all cases the officiant must first seek and obtain the consent of the Incumbent. In cases of difficulty, the Archdeacon should be consulted.
- 13.3 It follows from the above that Incumbents are responsible for ensuring that those who officiate on their behalf at funerals, do so in accordance with these Guidelines.

### **14. Burials**

- 14.1 Please see the Table of Parochial Fees for details of fees relating to burials.
- 14.2 The certificate issued at the time of burial is a certified copy of the entry in the register book of burials kept under the Parochial Registers and Records Measure 1978.
- 14.3 Please ensure that entries in the burials register are kept up to date and each entry numbered. Funerals should also be recorded in the service register.

### **15. Searches in Church Registers**

- 15.1 The search fee relates to a particular search where the approximate date of the baptism, marriage or burial is known. The fee for a more general search of a church register is negotiable. All fees for searches in church registers are payable to the PCC.

### **16. Waiving of Fees**

- 16.1 The Parochial Fees Order can be viewed online at : <http://www.legislation.gov.uk/ukcm/2011/2/enacted>. The Order prescribes when a fee is payable. there may, however, be a few occasions when a judgement needs to be made on whether a service is within the description of a service contained in the Order.
- 16.2 There is a fairly obvious difference between a pastoral service/ministry which is a public service (with a fee payable if it is a service of a description contained in the Order) and more private, pastoral ministry/prayer with family/friends only. Clergy and churchwardens will need to exercise their judgement in such cases, consulting the Archdeacon where necessary.
- 16.3 The fees for burial/cremation immediately before or after a funeral service in church differ from those for burial/cremation on a separate occasion. The Measure states that the definition of immediately before or after includes the preceding or following day.
- 16.4 The Measure makes very clear who has power to waive DBF and PCC fees. The Incumbent or Priest-in-Charge of the benefice concerned, following consultation with the

Churchwardens, has the power to waive the PCC element of parochial fees. They may only be waived "in a particular case". That means that the Incumbent/Priest-in-Charge must be able to point to something about the particular case that would justify waiving the fee. An Incumbent/Priest-in-Charge cannot waive the DBF element of parochial fees, however in exceptional cases they may be waived following consultation with the Archdeacon.

- 16.5 No fee is payable in respect of a funeral or burial of a still born infant or for the funeral or burial of a person dying within eighteen years of birth.
- 16.6 It is understandable that some clergy have been known to waive fees for those who are longstanding members of the congregation. The Archbishops' Council believes, however, that this practice should not be encouraged, and will not be possible in any event for the DBF fee element.

## 17. Occasional Duty Payments

- 17.1 Detailed information on the procedures during a vacancy will normally be issued along with other papers sent to Churchwardens and Treasurers at the commencement of the vacancy. Fees for pastoral duties undertaken by Clergy during a vacancy are detailed below and should be treated as Stipend payment for the quarterly return to the DBF.
- 17.2 These fees are for the whole benefice and in cases where there is more than one parish the sequestrators will need to liaise with each other to ensure that the total claim for all the parishes in the benefice does not exceed the maximum fee of £120 per week.
- 17.3 Where any additional services are felt to be necessary, payment of the clergy is a matter for the individual PCC, and reimbursement out of the sequestration fund will not be available.

	<b>Payment</b>
Single Sunday Service (including baptisms when apart from a service)	£40.00
Whole Sunday (2+ services)	£60.00
Whole Sunday morning and afternoon/evening (2+ services)	£80.00
Weddings and Funerals	80% of DBF fee
Midweek service (full service equivalent to Sunday main service)	£40.00
Midweek service (said Holy Communion or similar short service)	£30.00

*In all the above cases travelling expenses should be paid, at one of the current recommended PCC rates: either full reimbursement at 45p per mile.*

*The above fees are not payable to beneficed or licensed clergy, whether stipendiary or self-supporting, nor to clergy who are DBF employees; in general, therefore they are payable to retired clergy and others who lay hold the Bishop's Permission to Officiate. They are payable whether the person's previous licensed or beneficed ministry was stipendiary or self-supporting.*

17.4 It is the responsibility of the sequestrators arranging the service to ensure that this requirement is complied with. In the case of impending vacancies it should be noted that sequestration funds are not available for any period before the legal date of the Incumbent's departure. It remains his/her responsibility to provide for pastoral care and services up to the date when the vacancy commences, whether or not he/she has actually moved from the benefice before that date. Likewise, sequestration funds cease to be available the day before the institution of a new Incumbent or the licensing of a Priest in Charge.

## **18. Weddings, Funerals and Cremations during a Vacancy**

18.1 Fees normally payable to the Incumbent should be treated as follows:

- Where a service is taken by full-time stipendiary clergy, non-stipendiary minister, a Chaplain or a LLM (including a Reader) the fee should be remitted to the DBF.
- Where the service is taken by any other clergy, then the fee is to be apportioned as per Appendix 1. If they do not accept the fee, then it must be passed to the DBF.

18.2 In all cases travelling expenses may be claimed at the current diocesan rate of 45p per mile. In relation to travel costs that are paid by Funeral Directors, it is important for tax purposes that these are paid directly to the PCC and that the officiant claims travel expenses from the PCC at 45p a mile.

## **19. Sabbaticals and Holidays**

19.1 During sabbaticals and holiday periods, PCCs should pay the appropriate fee for Occasional Duty and travel expenses of visiting clergy. These are not deductible from those fees allocated to the DBF as they would be during a vacancy; holiday cover is the responsibility of the Incumbent.

19.2 When fees are received for wedding and funeral services taken during a sabbatical or holiday of the Incumbent, then the fee is to be apportioned to as per Appendix 1.

19.3 If a stipendiary minister, Chaplain or LLM conducts an occasional office, then the fees received are allocated to the DBF through the PCC. Travel expenses should be reimbursed.

## **20. Services taken during Periods of Illness**

20.1 Fees for casual duty and travel expenses are payable from the time that an Incumbent is ill. These fees are not payable to stipendiary clergy, self-supporting ministers Chaplains or LLMs, although they may claim travel expenses. It is the responsibility of the churchwarden arranging the service to ensure that any visiting clergy have PTO.

## **21. Copyright for Video and Audio Recordings of Weddings and Baptisms**

21.1 Couples getting married or having their children baptised are allowed to record the

service without paying any copyright charges provided three conditions are met:

- the rights in the recording and copies of the recording are not to be sold for profit, apart from to the couple or parents who ordered it.
- no more than three copies of the recording are made.
- no part of the recording is to be shown in public.

21.2 An organist can ask for an extra 50 per cent of his/her fee for playing at a service if a sound recording is made, and an extra 100 per cent if a video recording is made.

21.3 Professional musicians taking part in the service can ask for the same increases in their fees. Couples wanting to have music at their wedding or at the christening of their children should be told of the extra charge when the arrangements are being made for the service, so that there is no embarrassment afterwards.

## **22. Christian Copyright Licensing**

22.1 An organisation called Christian Copyright Licensing has entered into copyright agreements with a large number of Christian music publishers. This enables churches to obtain permission to use these publishers' material by purchasing a license from Christian Copyright Licensing, instead of having to deal with all the publishers one by one. [Christian Copyright Licensing Ltd., PO Box 1339, Eastbourne, East Sussex BN21 1AD. Telephone 01323 417711, website: [www.ccli.com](http://www.ccli.com)]

22.2 The church copyright license from Christian Copyright Licensing permits a church to copy the words of thousands of worship songs and hymns for use in church services, in bulletins, liturgies, programmes, song sheets, posters, in bound or unbound song books compiled by the church, and to make transparencies for overhead projectors.

22.3 Christian Copyright Licensing also offer a music reproduction license to any church that has a church copyright license. The music reproduction license allows a church to photocopy the music of songs and hymns published by a wide range of music book publishers.

22.4 For words or music not covered by the church copyright license or the music reproduction license, a church should ensure that it purchases proper copies, and, if necessary, contact the copyright owner direct.

**It is not a breach of copyright to play a tape or record in a church service.**

## APPENDIX I

### Summary of Table of Parochial Fees with PTO element applicable from 1 January 2020

	Total Fee	PCC	DBF
<b>Marriages</b>			
Marriage Service	463.00	252.00	211.00
<b>Funerals and Burials of person aged 18 years or more</b>			
<b>Service in Church</b>			
Funeral Service in Church	199.00	91.00	108.00
Burial in churchyard preceding or following service in church	318.00	305.00	13.00
Burial in cemetery or cremation preceding or following service in church	28.00	-	28.00
Burial of body in churchyard on separate occasion	347.00	305.00	42.00
Burial of cremated remains in churchyard or other disposal on separate occasion	165.00	123.00	42.00
Burial in cemetery on separate occasion	70.00	14.00	56.00
<b>No service in Church</b>			
Service at graveside	413.00	305.00	108.00
Service at crematorium or cemetery*	199.00	31.00	168.00
Burial of body in churchyard	347.00	305.00	42.00
Burial of cremated remains in churchyard or other disposal	165.00	123.00	42.00

#### RETIRED CLERGY WITH PTO

	Total Fee	PCC	DBF	Retired Clergy
<b>Marriages</b>				
Marriage Service	463.00	252.00	42.20	168.80
<b>Funerals and Burials of person aged 18 years or more</b>				
<b>Service in Church</b>				
Funeral Service in Church	199.00	91.00	21.60	86.40
Burial in churchyard preceding or following service in church	318.00	305.00	2.60	10.40
Burial in cemetery or cremation preceding or following service in church	28.00	-	5.60	22.40
Burial of body in churchyard on separate occasion	347.00	305.00	8.40	33.60
Burial of cremated remains in churchyard or other disposal on separate occasion	165.00	123.00	8.40	33.60
Burial in cemetery on separate occasion	70.00	14.00	11.20	44.80
<b>No service in Church</b>				
Service at graveside	413.00	305.00	21.60	86.40
Service at crematorium or cemetery*	199.00	31.00	33.00	135.00
Burial of body in churchyard	347.00	305.00	8.40	33.60
Burial of cremated remains in churchyard or other disposal	165.00	123.00	8.40	33.60

\*

*Bishop's Council has approved a local solution (which several other Dioceses are also adopting) to alleviate the unintended consequences of the national change to Parochial Fees in order to maintain the historical recognition of the PCC element of fees in relation to crematorium or cemetery funerals.*

*The DBF will donate from its fee for each crematorium or cemetery funeral (£199 in 2020) the value of the 2019 PCC fee plus inflation rounded up; ie £31 in 2020 to the relevant PCC. All those with Permission to Officiate who are retired will be eligible to receive 80% of the balance of the DBF fee, after deduction of the donation to the PCC element (£31) and rounded up. In 2020, this will amount to 80% of £199 minus £31, rounded up to £135. Payment will be handled by the relevant PCC and the settlement to the DBF through the new reporting and payment system.*